



**Caloundra City
Private School**

YEAR 7 TO 10 ASSESSMENT POLICY

Teaching and learning
April 2020

Scope

This policy provides information for teachers, students and parents/carers about all matters related to assessment. It provides a shared understanding of roles, responsibilities and procedures ensuring integrity of assessment.

Purpose

The primary purpose of assessment is to improve student learning and is an ongoing process. Assessment is used to promote learning by gathering evidence to determine what each student knows, understands and can do, to inform teaching and support student learning. Assessment is the purposeful, systematic and ongoing collection of evidence to inform consistent judgments about student learning and reporting on the achievement of individual students or groups of students.

The *Melbourne Declaration on Educational Goals for Young Australians* defines three broad purposes for assessment:

Assessment for learning

- enables teachers to use information about student progress to inform their teaching

Assessment as learning

- enables students to reflect on and monitor their own progress to inform their future learning goals

Assessment of learning

- assists teachers to use evidence of student learning to assess student achievement against goals and standards (P-12 curriculum, assessment and reporting framework)

School Responsibilities

The school has a responsibility to provide the following to the students:

- a term assessment calendar
- exam schedules within a reasonable time frame
- access to forms to apply for extension
- assessment instruments with relevant information and an appropriate time frame
- appropriate class time for assessment
- support and adjustments where appropriate
- feedback to students in a timely manner

Student Responsibilities

The student has a responsibility to:

- submit assessment that is their work for assessments (see section on Academic Honesty)
- make full use of the class time provided to work on assessment

- present drafts and final copies of assignments by the due dates
- complete and attach the assignment task sheet
- use the school's standard system of referencing
- communicate difficulties in completing assessment requirements with the teacher in advance and follow the correct procedures to apply for an extension, should that be necessary, before the due date
- seek clarification from the teacher who awarded the result before appealing any result

Parent Responsibilities

The parent has a responsibility to:

- encourage students to submit all drafts and final assessment by the due date
- inform the appropriate school staff of any difficulties relating to the completion of assessment items before the due date
- provide documentary evidence where necessary

Special Provisions

The school is committed to minimising barriers that prevent students from demonstrating their current knowledge and skills. Such barriers include, but are not limited to, disabilities, educational needs arising from linguistic factors and short term impairments. Reasonable adjustments for students with specific educational needs must be negotiated with the school administration with consultation with the subject teacher in advance of the assessment. Adjustments may include, but are not limited to, extra time, alternative assessments, rest breaks, use of a writing aid.

For further information on this refer to [Equity in Education](#) on the QCAA website.

Assignments

All written assignments must be submitted, with assessment cover sheet, to the teacher by 3.10pm on the due date. If the teacher is absent on the due date, the assignment should be handed in at the Administration office by 3.30 p.m. on the due date.

Assignments are to be submitted on the due date and according to the instructions on the task sheet.

When a student is absent from school due to illness or another special circumstance on the due date, the student or student's parent/guardian is able to submit the task so it is on time.

Assignment Extensions/Exemptions

An extension/exemption from an assignment will mostly only be granted in the following situations:

- illness
- family bereavement or difficulties
- exceptional circumstances as determined by the Principal

Applications for extension of time must be made where possible at least three days before the due date using the 'Application for Extension' form.

- Generally, extensions of time will only be granted when circumstances arise that are beyond the student's control to prevent him/her from completing the assignment by the due date.
- Generally computer issues are not grounds for extensions. Students are required to back on their work on onedrive

Late Policy

Late submissions will attract a penalty. The weight of the penalty will vary with the degree of lateness. A penalty of one grade (e.g. from an A to a B) will be applied for each day that the task is late. A 'work in progress' check should be done approximately one week before the due date and parents alerted if there is a concern that the task may not be completed on time.

Non-Submission

When a grade for an assignment cannot be awarded due to a Non-Submission standard, the student will receive an N (Not Rated) for the assignment which will impact semester reporting. If there has not been sufficient work submitted to rate the student, then the student will receive an N (Not Rated) for the semester on the semester report.

Orals

On the first day class orals begin, all students must submit a copy of the script they intend to use for their presentation. This makes the preparation time more equitable for all students. *Students absent on the day are required to email their script to their subject teacher before the commencement of the lesson.*

In the case of group orals where absence occurs, the group is to complete the task with a substitute who works from the group script. Group members will be individually assessed on that performance. To ensure ease of access by a substitute, all group members must keep a copy the whole group script. On the first day of return, the absent student is expected to complete the oral, with other group members supporting the process.

Examinations

All students are required to attend assessment. Students and parents can access assessment schedules each term.

Extensions may be granted for illness and other exceptional circumstances using the appropriate application for extension form (where possible) and supporting documentation is required. Individual assessment of exceptional circumstances will be at the discretion of subject teacher and Principal.

Academic Honesty and Plagiarism

Academic honesty is a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. Work submitted will be wholly the work of the student(s) submitting the work. It will be produced for the assigned assessment task. All instances of the use of another's work will be appropriately referenced. Intellectual property rights including, but not limited, to copyright will be respected by students and staff. Students will strive to submit work that gives a true reflection of their knowledge, skills and understanding. Malpractice is any behaviour that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

Malpractice includes:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the student's own. It includes word for word copying of sentences or whole paragraphs from one or more sources such as books, articles, Internet sites, without referencing.
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgment in the form of reference to the original work.
- Submitting another student's work in whole or in part.
- Submitting work which has been written by someone else (including family members) on the student's behalf.
- Collaboration on a piece of work designed for individual assessment by two or more students to produce a common product.
- Collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication of work: this is defined as the presentation of the same work for different assessment components.
- Any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorised material into an examination room, misconduct during an examination, etc.)

It is the responsibility of the student submitting work to ensure that it is authentic and acknowledges the use of others' work. This is relevant for both internally and externally assessed tasks. All will model, expect, monitor and encourage appropriate use of sources. Teaching staff will be vigilant in ensuring that student work is legitimate and will monitor and use every effort to avoid malpractice. The school will communicate these standards to parents and guardians. Any breaches of this policy constitute malpractice and may incur academic sanctions.

The consequences of breaches may include:

- marking of only that work which is not in breach of malpractice;
- resubmission of the work but with a penalty or no credit;
- suspension from school;
- the work not being considered in determining the student's grade.